

City of Verona – Planning & Development Department

**111 Lincoln Street
Verona, WI 53593-1520
(608) 848-9941**

| X | Description | Administrative Fee |
|---|---|-----------------------|
| | Annexation | \$ 300.00 + Taxes |
| | Conditional Use Permit | \$ 300.00 |
| | Site Plan | \$ 300.00 |
| | Variance | \$ 300.00 |
| | Zoning Map Amendment (From _____ To _____) | \$ 300.00 |
| | Zoning Text Amendment | \$ 300.00 |
| | Planned Unit Development Step 2: Concept | \$ 300.00 |
| | Step 3: General Development Plan Review | \$ 300.00 |
| | Step 4: Precise Implementation Plan Review | \$ 300.00 |
| | Certified Survey Map (CSM) | \$ 150.00 + \$100/lot |
| | Preliminary Plat Review | \$ 300.00 + \$50/lot |
| | Final Plat Review | \$ 300.00 + \$25/lot |

***NOTE: Administrative filing fees are due at the time an application is filed with the City and are not refundable. In addition to the Administrative fees, City staff time (City Engineer and City Attorney) will be charged back to the applicant. The Applicant will receive monthly invoices of payments due.**

Date:

Project/Business Name:**Address/Location:**

City, State, Zip Code:

Proposed Use of Property:

Applicant:

Property Owner:

Address:

Address

City/State/Zip

City/State/Zip:

Phone:**Phone:**

E-mail:

E-mail:

Signature:

Signature:



City of Verona

Planning and Development

111 Lincoln Street

Verona, WI 53593-1520

Phone: (608) 845-848-9941 Fax: (608) 845-8613

www.ci.verona.wi.us

PRELIMINARY PLAT CHECKLIST

Preliminary Applications (For Review/Approval of a Preliminary Plat...) Must Include the Following:

- ☐ Completed Application Form
- ☐ Completed "Appendix A" Environmental Assessment Checklist
- ☐ Title Search Results
Complete title information must be submitted. (Note—Recorded 'Recapture' Agreements)
- ☐ Current Legal Description of the property *and* Proposed Subdivision Name
- ☐ 24 copies of a Preliminary Plat (see "Technical Requirements for Preliminary Plats" below...) *and* a mailing fee of \$30.00
OR
9 copies of the Preliminary Plat *and* an Affidavit of Mailing (See 'Mailing Requirements' below)
- ☐ 9 copies (8 ½" x 11") of a Concept Report addressing sewer and water service feasibility, drainage facilities, and centerline profiles showing streets in the subdivision
- ☐ 2 copies of any draft Legal Instruments and rules for proposed property owner associations, if applicable
- ☐ 2 copies of the proposed Deed Restrictions or Restrictive Covenants, if any.
- ☐ 9 copies (8 ½" x 11") of a typed Narrative addressing the following items:
 - Use statement. A statement of the proposed use of the lots stating type of residential buildings with number of proposed dwelling units; types of businesses or industry so as to reveal the effect of the development on traffic, fire hazards and congestion of population;
 - Zoning changes. If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions; and
 - Area Plan. Where the subdivider owns property adjacent to that which is being proposed for subdivision, the subdivider shall comply with Section 14-1-31(f)(3) and 14-1-40(a)(5) of Verona's Code of Ordinances.
- ☐ 2 copies of preliminary Street Plans and Profiles showing existing ground surface, including extensions of reasonable distance beyond the limits of the proposed subdivision, when requested.
- ☐ 2 copies of preliminary Soils Report, listing the types of soil in the proposed subdivision, their effect on the subdivision and a proposed soil testing and investigation program. (Note: The City Engineer may require that borings and soundings be made in specified areas...) A minimum of one boring per thousand feet of centerline street to a minimum depth of fifteen (15) feet is required.
- ☐ This Checklist (or a photo-copy of this check-list)

Final Applications (For Review/Approval of a Preliminary Plat...) Must Include the Following:

- ☐ 15 reduced-size copies (11" x 17" minimum) **AND** 3 full-size copies (24" by 36") of the Preliminary Plat showing any required revisions required by city staff



City of Verona

Planning and Development

111 Lincoln Street

Verona, WI 53593-1520

Phone: (608) 845-848-9941 Fax: (608) 845-8613

www.ci.verona.wi.us

- ☐ Additional revised/updated plans as required by staff.

The following items may also be required:

- ☐ Tree protection plan
- ☐ Grading plan
- ☐ Storm water management plan
- ☐ Utility plan
- ☐ Sediment and Erosion Control plan (for during construction period)
- ☐ Traffic study
- ☐ Travel Demand Management (TDM) plan
- ☐ 'Literature and Records' archeological report from an accredited archeologist
- ☐ Other: _____

The following fees may also be required:

- ☐ City of Verona Park dedication fee
- ☐ City of Verona Sewer connection fee
- ☐ City of Verona Water Connection fee
- ☐ Madison Metropolitan Sewer District connection fee
- ☐ Other: _____

City of Verona Preliminary Plat Submission Requirements

Technical Requirements for Preliminary Plats. (per Section 14-1-40)

- (a) **General.** A Preliminary Plat shall be required for all subdivisions and shall be based upon a survey by a registered land surveyor and the plat prepared on mylar or paper of good quality at a scale of not more than one hundred (100) feet to the inch and shall show correctly on its face the following information:
- (1) **Title** under which the proposed subdivision is to be recorded, which name shall not duplicate or be alike in pronunciation of the name of any plat heretofore recorded in the City unless considered an addition to the subdivision.
 - (2) **Legal Description/Location** of the proposed subdivision by government lot, quarter section, township, range, county and state.
 - (3) **Date, Scale and North Point.**
 - (4) **Names, Telephone Numbers, and Addresses** of the owner, and any agent having control of the land, engineer, subdivider, land surveyor preparing the plat.
 - (5) **Entire Area** contiguous to the proposed plat owned or controlled by the subdivider shall be required by the Plan Commission to be included on the Preliminary Plat even though only a portion of said area is proposed for immediate development. Where a subdivider owns or controls adjacent lands in addition to those proposed for development at that time, he shall submit a concept plan for the development of the



City of Verona

Planning and Development

111 Lincoln Street

Verona, WI 53593-1520

Phone: (608) 845-848-9941 Fax: (608) 845-8613

www.ci.verona.wi.us

adjacent lands showing streets, utilities, zoning districts, and other information as may affect the review of the Preliminary Plat in question. The City Engineer may waive these requirements where adjacent development patterns have already been established.

(b) **Plat Data.** All Preliminary Plats shall show the following:

- (1) ***Exact Length and Bearing*** of the exterior boundaries of the proposed subdivision referenced to a corner established in the U.S. Public Land Survey and the total acreage encompassed thereby.
- (2) ***Locations of all Existing Property Boundary Lines***, structures, drives, streams and water courses, marshes, rock outcrops, wooded areas, railroad tracks and other significant features within the tract being subdivided or immediately adjacent thereto.
- (3) ***Location, Right-of-Way Width and Names*** of all existing streets, alleys or other public ways, easements, railroad and utility rights-of-way and all section and quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto.
- (4) ***Location and Names of any Adjacent Subdivisions***, parks and cemeteries and owners of record of abutting unplatted lands.
- (5) ***Type, Width and Elevation*** of any existing street pavements within the exterior boundaries of the plat or immediately adjacent thereto, together with any legally established centerline elevations.
- (6) ***Location, Size and Invert Elevation*** of any existing sanitary or storm sewers, culverts and drain pipes, the location of manholes, catchbasins, hydrants, electric and communication facilities, whether overhead or underground and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent thereto. If no sewers or water mains are located on or immediately adjacent to the tract, the nearest such sewers or water mains which might be extended to serve the tract shall be indicated by the direction and distance from the tract, size and invert elevations.
- (7) ***Corporate Limit Lines*** within the exterior boundaries of the plat or immediately adjacent thereto.
- (8) ***Existing Zoning*** on and adjacent to the proposed subdivision.
- (9) ***Contours*** within the exterior boundaries of the plat and extending to the centerline of adjacent public streets to National Map Accuracy Standards based upon Mean Sea Level Datum at vertical intervals of not more than two (2) feet. At least two (2) permanent bench marks shall be located in the immediate vicinity of the plat; the location of the bench marks shall be indicated on the plat, together with their elevations referenced to Mean Sea Level Datum and the monumentation of the bench marks clearly and completely described.
- (10) ***High-Water Elevation*** of all ponds, streams, lakes, flowages and wetlands within the exterior boundaries of the plat or located within one hundred (100) feet therefrom.
- (11) ***Water Elevation*** of all ponds, streams, lakes, flowages and wetlands within the exterior boundaries of the plat or located within one hundred (100) feet therefrom at the date of the survey.
- (12) ***Floodland and Shoreland Boundaries*** and the contour line lying a vertical distance of two (2) feet above the elevation of the one hundred (100) year recurrence interval flood or, where such data is not available, two (2) feet above the elevation of the maximum flood of record within the exterior boundaries of the plat or within one hundred (100) feet therefrom.
- (13) ***Location, Width and Names*** of all proposed streets and public rights-of-way such as alleys and easements.
- (14) ***Approximate Dimensions of All Lots*** together with proposed lot and block numbers. The area in square feet of each lot shall be provided.



City of Verona

Planning and Development

111 Lincoln Street

Verona, WI 53593-1520

Phone: (608) 845-848-9941 Fax: (608) 845-8613

www.ci.verona.wi.us

(15) ***Location and Approximate Dimensions*** of any sites to be reserved or dedicated for parks, playgrounds, drainageways or other public use.

(16) ***Approximate Radii of all Curves.***

(17) ***Any Proposed Lake and Stream Access*** with a small drawing clearly indicating the location of the proposed subdivision in relation to access.

(18) ***Any Proposed Lake and Stream*** improvement or relocation, and notice of application for approval by the Division of Environmental Protection, Department of Natural Resources, when applicable.

(19) ***Soil Tests and Reports*** as may be required by the City Engineer for the design of roadways, storm drainage facilities, on-site sewage disposal systems, erosion control facilities, and/or other subdivision improvements and features.

(20) ***Design Features.***

- a. Locations and widths of proposed alleys, pedestrian ways and utility easements.
- b. Layout numbers and preliminary acreages and dimensions of lots and blocks.
- c. Minimum front, rear, side, and street yard building setback lines.
- d. Location and size of proposed sanitary sewer lines and water mains.
- e. Gradients of proposed streets, including centerline profiles.
- f. Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
- g. Location and description of survey monuments.
- h. An identification system for the consecutive numbering of all blocks and lots within the subdivision.
- i. Sites, if any, to be reserved for parks or other public uses.
- j. Sites, if any, for multi-family dwellings, shopping centers, churches, industry or other non-public uses exclusive of single-family dwellings.
- k. Provisions for surface water management including both minor and major system components, detention/retention facilities, including existing and post development one hundred (100) year flood elevations, etc.
- l. Potential resubdivision and use of excessively deep [over two hundred (200) feet] or oversized lots must be indicated in a satisfactory manner.
- m. Any wetlands, floodplains, or environmentally sensitive areas provided for by any local, state or federal law.

(21) ***Where the Plan Commission or City Engineer*** finds that it requires additional information relative to a particular problem presented by a proposed development in order to review the Preliminary Plat, it shall have the authority to request in writing such information from the subdivider.

NOTE: Plats which include lots larger than 3 acres in size and which are proposed to be zoned as 'Urban Commercial' (multi-family) must be accompanied by at least 2 concept drawings for each such lot showing how said lots could or may be developed with buildings, driveways, etc...

- (c) **Additional Information.** The Plan Commission and/or City officials may require a proposed subdivision layout of all or part of the contiguously owned land even though division is not planned at the time.



City of Verona

Planning and Development

111 Lincoln Street

Verona, WI 53593-1520

Phone: (608) 845-848-9941 Fax: (608) 845-8613

www.ci.verona.wi.us

- (d) The City of Verona will require a 'Literature and Records Archeological Report' from an accredited professional archeologist.
- Note that this 'Literature and Records Archeological Report' is *more than* a letter regarding known historical and/or archeological sites from the state Historical Society;
 - Note also that this 'Literature and Records Archeological Report' is not a 'Phase 1' archeological report, but precedes a 'Phase 1' archeological report;
 - *Based on the results of the 'Literature and Records Archeological Report'*, the City may subsequently require a 'Phase 1' archeological report.

City of Verona Preliminary Plat Submission Requirements

Mailing Requirements For Preliminary Plats/ Referral to Other Agencies & Utilities. (per Section 14-1-31(i))

Preliminary Plats must be reviewed by several governmental agencies. The applicant must forward copies of the preliminary plat to these agencies, OR ask the City of Verona to forward copies of the preliminary plat to these agencies.

If the applicant requests the City of Verona to forward copies to these agencies, the applicant must state, in writing, that the transmittal responsibility lies with the city; must provide 24 copies of the preliminary plat; and must provide a mailing fee of \$50.00.

If the applicant forwards copies of the preliminary plat to these agencies, the applicant must provide the City with an *Affidavit of Mailing* which verifies that the required agencies received copies of the preliminary plat. A list of which agencies must receive copies of the preliminary plat, and the number of copies each agency must receive, is provided below:

State of Wisconsin, Department of Administration
Office of Land Information Services
P. O. Box 1645
Madison, Wisconsin 53701-1645

(4 copies) (Certified Mail)

Dane County Planning and Development Department
Land Division Review - Room #116
210 Martin Luther King Jr. Boulevard
Madison, Wisconsin 53709

(4 copies) (Certified Mail)

Alliant Utilities/WP&L (1 copy)
2147 Cty. Hwy. PB
Verona, WI 53593

Madison Gas & Electric Co. (1 copy)
133 S. Blair Street
Madison, WI 53703



City of Verona

Planning and Development

111 Lincoln Street

Verona, WI 53593-1520

Phone: (608) 845-848-9941 Fax: (608) 845-8613

www.ci.verona.wi.us

TDS Telecom (1 copy)
1039 N. Edge Trail
P. O. Box 930095
Verona, WI 53593-0095

Verona Fire District (1 copy)
101 Lincoln Street
Verona, WI 53593

Mr. Robert Gundlach (1 copy)
AECOM.
1210 Fourier Drive - Suite #100
Madison, WI 53717

Dane County Regional Planning Commission(1 copy)
30 W. Mifflin Street - Suite #402
Madison, WI 53703-2558

Charter Communications (1 copy)
Great Lakes Divisional Office
1265 John Q. Hammons Drive
Madison, WI 53717

Fitch-rona EMS District (1 copy)
5415 King James Way
Madison, WI 53719-1783

(1 copy—final plats ONLY)
Madison Metropolitan Sewage District
1610 Moorland Road
Madison, WI 53713

When in conjunction with an annexation:
Town of Verona (1 copy);
335 North Nine Mound Road
Verona, Wisconsin 53593

REVISED: 9/1/04;